

HOW TO AMEND A FILED CONTRIBUTION

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Contribution?"

A: It is a contribution that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed contribution, you will have to file an amended report.

When you are finished making all the changes:

1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
2. In the Filing History table, find the report that contains the contributions you amended.
3. Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED CONTRIBUTION** button in the action menu on your homepage.

What do you want to do today?

Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: You have two options to find the contribution you want to amend, delete or return. You can simply click the **FIND CONTRIBUTIONS** button to get a list of all your contributions, or you can also use the search criteria to find a specific type of contribution.

Contribution

Contribution Type

All Contribution Types

Election Type

Date From

Date Through

Dollar Amount From

Dollar Amount Through

EDI Item Number [for EDI users only]

Contributor

Contributor Type

All

Find Contributions

Clear

Contribution Work Page

Contributor Summary

Step 3: When you have a list of contributions, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the contribution you want to change.

Contributor	Contributor Type	Contribution Type	Election	Receipt Date	Amount	Offset	Amended			
ABIGAIL ADAMS	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	No	No	Amend	Delete	Return

HOW TO AMEND A FILED CONTRIBUTION (cont.)

CHANGING THE ELECTION TYPE FOR A CONTRIBUTION

After clicking **AMEND A FILED CONTRIBUTION**, the first option on the page is to change the election type (primary or general) for that contribution.

Election Type*	General ▼
Type*	Monetary (Itemized)
Source:	Individual

DID YOU KNOW...?

You only have to enter a contributor's information into the e-filing system once. If you have another contribution from the same contributor, you can save time by doing a simple search for the contributor and clicking on the name in the search results. The contributor's information will be entered automatically.



When you make a change to a filed contribution, you will have to file an amended report.

HOW TO AMEND A CONTRIBUTION

To make a change to the **CONTRIBUTOR**:

Step 1: Select **ADD OR SELECT A DIFFERENT CONTRIBUTOR FOR THIS CONTRIBUTION** to change all the information about a contributor. You could use this if you made a mistake and entered the wrong contributor.

OR

Select **UPDATE THE INFORMATION ABOUT THIS CONTRIBUTOR** if the contributor is correct but you need to make changes to specific information such as the occupation and employer.

Contributor Information

If a change to the contributor is required, select the type of change needed, and click *Proceed with Contributor Change*

- ☐ Add or select a different contributor for this contribution
 - ☐ Update the information about this contributor
- [Proceed with Contributor Change](#)

Step 2: Click **PROCEED WITH CONTRIBUTOR CHANGE**.

Step 3: Enter the changes to the contributor information.

Step 4: Click **SAVE** at the bottom of the screen. After you click the save button, you will get confirmation that the contributor was amended.



Contribution has been successfully updated.

To make a change to the **CONTRIBUTION**:

Step 1: Make the change to the date and/or the amount of the contribution.

Contribution	
Date*	9/10/2014
Amount*	250.00
Aggregate:	\$250.00 Recalculate

Step 2: Click the **SAVE** button. After you click the save button, you will get confirmation that the contribution was amended.



Contribution has been successfully updated.